



The Department of Revenue has a 12-month Acting WMS 2 opportunity in the Special Programs Division for an Unclaimed Property Operations Manager located in Olympia, WA.

This is a full-time position open to permanent employees of the Department of Revenue only.

Position: Unclaimed Operations Property Manager (WMS 2)

Division: Special Programs – Unclaimed Property

Location: Olympia, WA

OPENS: June 3, 2010

CLOSES: June 10, 2010

Primary Duties:

Manages and directs the statewide Unclaimed Property (UCP) program's internal operations section. These operations include, but are not limited to the processing of UCP payments to claimants, management of the UCP securities portfolio, the locating of property owners, the receipt of the UCP funds from reporting businesses (holders), maintenance of vendor contracts, and program accounting to provide fair and uniform application of UCP laws and internal policies. Develops and implements UCP policies, strategies and innovations designed to meet the established performance measures and goals of the division and section. Acts as a division liaison regarding unclaimed property laws with other divisions, state agencies, local governments, and other states, and manages a section within unclaimed property, which includes 9 professional and clerical staff. Plans and monitors a portion of section expenditures that exceeds \$3 million per year.

For information regarding this position contact Celeste Monahan at (360) 570-3201.

Qualifications

The position requires a demonstrated working knowledge of general management principles, team building, project management, effective communication techniques, development of training needs assessment, personnel rules and regulations including affirmative action and diversity regulations, organizational development, laws and rules of the UCP program, policy development, strategic planning, budget development, expenditure analysis, Personal Service contracts, and motivating and mentoring employees.

Requires a working knowledge of:

- Washington State laws regarding the Uniform Unclaimed Property Act, regulations, policies, determinations, court decisions and federal laws affecting the UCP program.
- SEC rules and the securities transfer transaction process
- Personnel administration matters that include understanding and following the collective bargaining agreement, diversity programs, and employee training
- Department's vision, mission, goals, attributes and strategic business plan initiatives
- Competitive Personal Service Contract requirements and the process for awarding such contracts
- Division Performance Measures
- Governors Management Accountability and Performance (GMAP)

Skills required:

- Motivate, direct and lead employees in performing multiple and diverse tasks and projects. Mentor and train employees
- Understand and practice team management concepts and quality principles and processes.
- Strong writing and verbal skills.
- Ability to plan, develop, and deliver oral presentations including media interviews
- Ability to interpret regulatory laws and rules
- Ability to manage significant strategic business projects
- An ability to work independently and make decisions, while remaining aware of the primary responsibility to keep the Program Manager apprised of significant issues

Compensation

\$62,154 to \$77,693 annually (WMS 2), depending on qualifications,.

Benefits:

Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid

holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Application Process

To be considered for this position, please submit the following materials to jobs@dor.wa.gov with the subject line “**Unclaimed Property Manager**” by **June 10, 2010 at 5:00 p.m.**:

- A detailed **resume** outlining your employment history & education, including employment dates and job duties
- A **Letter of interest** describing how your experience, knowledge, skills, and abilities meet the qualifications of this position

You are encouraged to complete the voluntary [Applicant Profile Data](#) form. *Completion of this form is voluntary.* Information gathered will be used for statistical purposes only and will be kept confidential.

Special Notes

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service 7-1-1](#).